

Development Review Board Clerk

Job Description:

The Town of Marshfield is seeking a clerk to support the endeavors of the Town's Development Review Board. Support includes but is not limited to minute-taking, record-keeping, and website content maintenance duties.

Duties:

- Physically attend all public meetings of the Marshfield Development Review Board.
- Ensure the public venue for each meeting is open and accessible. Close and secure the venue and all town property following scheduled meetings.
- Manage virtual (Zoom) access during public meetings and admit participants in real-time.
- Record and maintain (using Zoom or a personal recorder) a virtual transcript of each public meeting of the Marshfield Development Review Board.
- Attend to physical copies of files during each public hearing and ensure they are accessible by the board and attendees. At times, you will be required to collect materials after the end of the hearing and store them away securely.
- Maintain a sign-in sheet for the board members, staff, applicants, and interested parties who attend each public session.
- Post draft minutes to the Town of Marshfield's website within five calendar days of each public meeting as required by the Open Meeting Law ([1 V.S.A. §§ 310-314](#).) of the State of Vermont, and replace with approved minutes when they are available.
- Post completed decisions to the Town of Marshfield's website.
- Work with the Zoning Administrator to ensure appropriate warnings or public notices are posted physically- and online for the required period (by law) before hearings.

Requirements:

- Must be adept in understanding and writing the English language.
- Previous experience taking meeting minutes is preferred.
- Experience using Zoom communications preferred.

Anticipated Schedule:

- As needed by the Board.

Compensation:

- As budgeted by the Town and paid monthly by the hour. Currently budgeted for \$20/hour, 4 hours per month.